

COUNTY OF SAN DIEGO DEPARTMENT OF PARKS AND RECREATION	POLICY NUMBER C-12
POLICY AND PROCEDURE MEMORANDUM	2 Pages
TITLE: Enclosed Pavilions-Reservations and Use	Date issued/revised: 11/12/98 Authorized by: Anne Rast, Assistant Dir. Signature:

IT IS THE POLICY of the San Diego County Parks and Recreation Department that enclosed pavilions shall be reservable with a community focus on weekdays and a regional focus on weekends; and pavilion reservations will be made in accordance with the following procedures:

PROCEDURE:

1.0 GENERAL RULES

- 1.1 Reservations shall be made and fees collected in accordance with Policy and Procedure Memorandums C-15 CAMPING RESERVATIONS, B-01 PARK USER FEES and B-05 COLLECTION OF CAMPING FEES/REFUNDS – RESERVATION DESK.
- 1.2 Violation of any County Code or rules and regulations of the Parks and Recreation Department including, but not limited to excessive littering, noise, drinking or rowdy behavior, shall be grounds for termination of the reservation and all fees will be forfeited. All rules and regulations posted at the park or at the pavilion are applicable.
- 1.3 No fee shall be charged for use of any park properties if the use is directly related to, or a function of, County government.
- 1.4 Recognized youth groups, school groups (through high school), organizations supporting or conducting a youth event or activity (as described in C-19, GROUP TENT CAMPING GUIDELINES), handicapped persons, economically disadvantaged persons and senior citizens may be extended financial consideration subject to approval by the Director of the Parks and Recreation Department and in accordance with B-01 PARK USER FEES.

2.0 REFUNDABLE CLEANING/SECURITY DEPOSIT

- 2.1 Park staff will inspect and document the condition of the premises at the beginning and end of the activity and will immediately notify the Reservation Desk of the condition of the premises.
- 2.2 If the area is not left in a clean and orderly condition, a \$100.00 cleaning fee will be charged and, if conditions warrant, the group may be charged any additional costs above this fee to clean or repair the pavilion.

3.0 GROUP AND CARAVAN CAMPING

- 3.1 Enclosed pavilions may be reserved, Fridays and Saturdays (and the day before designated holidays) for an entire day, by camping groups reserving 10 or more campsites or a caravan area. If an additional day is desired, the group leader must arrange with the Park Ranger for usage, subject to availability.
- 3.2 Reservations may be made through the Reservation Desk from a year in advance up to the Tuesday prior to the camping weekend.
- 3.3 Reservations may be made at the Park-by-Park Ranger Staff beginning the Wednesday before the camping weekend.
- 3.4 Fees
Fees will be charged in accordance with Policy and Procedure B-01 PARK USER FEES.

POLICY C-12 CONTINUED

4.0 INDIVIDUAL CAMPERS – Fewer than 10 campsites

- 4.1 Enclosed pavilions may be reserved, Fridays and Saturdays (and the day before designated holidays), in four-hour blocks by individual campers who have reserved fewer than 10 campsites.
- 4.2 Enclosed pavilions may be reserved, at the Park by Park Ranger Staff beginning the Wednesday before the camping weekend. Reservations for individual campers usage will not made by the Reservation Desk.
- 4.3 Fees
A fee of \$10 per hour, not to exceed \$40 will be charged and collected by Park Ranger Staff.

5.0 COMMUNITY NON-PROFIT GROUPS (Weekdays only)

- 5.1 Enclosed pavilions in parks with day use facilities may be reserved, Sunday through Thursday (Sunday is excluded if Monday is a designated holiday), by non-profit groups.
- 5.2 Reservations are made at the Park by Park Ranger Staff from a year in advance up to the day prior to the event.
- 5.3 Park Staff will notify the Reservation Desk immediately of any reservations taken at the park.
- 5.4 Fees
A fee of \$10 per hour, not to exceed \$40 will be charged and collected by Park Ranger Staff.

6.0 FOR-PROFIT GROUPS (Weekdays only)

- 6.1 Enclosed pavilions may be reserved in parks with day use facilities, Sunday through Thursday (Sunday is excluded if Monday is a designated holiday), by for-profit groups.
- 6.2 Reservations are made at the Park-by-Park Ranger Staff from a year in advance up to the day prior to the event.
- 6.3 Park Staff will notify the Reservation Desk immediately of any reservations taken in the park.
- 6.4 Fees
A Fee of \$250 per day or any portion thereof will be charged and collected by Park Ranger Staff.